



**VISUAL INFORMATION (VI)
RECORDS
SCHEDULE**

**ASSISTANT SECRETARY OF DEFENSE
FOR
PUBLIC AFFAIRS**

EXECUTIVE SUMMARY

The Visual Information (VI) Records Schedule establishes --

- What shall be considered VI record material.
- When VI record material shall be transferred to the central DoD VI records center.
- What bodies of VI records are archival, i.e., of historical value.
- What VI records are disposable and when they are disposable.

In addition, following approval by the National Archives and Records Administration (pending), the VI Records Schedule will provide legal authority for the destruction of VI records.

Chapters 2 through 7 separately cover VI production material, motion documentation imagery, sound recordings, still pictures, digital VI collections, and VI-related records.

Here is an example from the chapter on still pictures:

| Category of Still Photographs | | Disposition Instructions |
|--------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-1. Camera original photographic negatives and slides that: | A. Meet DLT* criteria for accessioning. | Transfer camera original slide or negative still VI record selected for accessioning to the DVIC along with a digitized image copy of the original slide or negative. Transfer to the National Archives in annual blocks when 10 years old. (See the next table for instructions on handling digital image copies of original photographs.) |
| | B. Do not meet DLT criteria for accessioning. | Either destroy or return to the originator in accordance with applicable Service or Agency instructions. |

* Decision Logic Table Instructions for Recording and Handling Visual Information Material

Enclosures contain reference material relevant to the Records Schedule

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DEFINITIONS

1. **Accessioning**. The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository.

2. **Archival Master**. VI media, designated as an archival master by a VI records center, that either consists of the camera original or contains one or more VI records copied to that media from the camera original (or the best available copy) in order to preserve the VI content.

3. **Archival Set**. A master set of media created by the DVIC to preserve VI records.

For motion media, this set consists of an archival master, a dub master, and a reference or window dub.

For analog still photographs, this set consists of the camera original negative or transparency, a captioned print (if available), an internegative (if available), and a digital image copy with caption.

For digital still images, this set consists of the uncompressed high-resolution digital image with a caption; otherwise, if a high-resolution image is not available, a compressed digital image copy of the high-resolution digital image with a caption.

For other still pictorial records, the original and either a reference copy (a copy suitable for use or viewing by either staff or public) or a digital copy (if a reference copy does not exist) and a related caption.

4. **Caption Data**. Short explanatory or descriptive data accompanying imagery. Caption data records include DD Form 2537 "Visual Information Caption Sheet," shot sheets/lists, camera operator's notes in either paper or machine-readable form, and, in digital still images, embedded International Press Telecommunications Council (IPTC) header captions.

5. **Combat Camera (COMCAM) Imagery**. Still and motion imagery of military operations acquired by COMCAM forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

6. **Compilation**. A selection of discrete items of imagery and/or audio, text, and graphics, arranged according to a common theme or subject and organized as a single deliverable product. Compilations are usually viewed non-linearly. Examples would be the DoD CD-ROM publications, "Women in the Armed Forces" and "Defense Image Digest."

7. **Component Accessioning Point (CAP)**. A central point or designated point in the DoD Components for the receipt, screening, evaluation, and selection of imagery for accessioning into the central DoD VI records center.

8. **Decision Logic Table (DLT) Instructions for Recording and Handling Visual Information Material**. Guidelines for VI personnel and accessioners for acquiring and managing imagery.

9. **Defense Visual Information Center (DVIC)**. The central DOD VI records center maintained by the American Forces Information Service.

10. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.

11. DoD Joint Combat Camera Center (JCCC). The central DoD reception and distribution point for Joint Interest imagery operated and maintained by the American Forces Information Service.

12. Duplication. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.

13. Graphic Art. Relating to the design, creation, and preparation of two and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits prepared manually, by machine, or by computer.

14. Imagery. A visual representation of a person, place, or thing recorded and stored in any format on a physical medium.

15. IPTC Headers. Caption data that is embedded into a digital still image as part of the image file, and conforms to the standard developed by the International Press Telecommunications Council and the Newspaper Association of America.

16. Joint COMCAM Imagery. COMCAM imagery recorded in the Joint environment.

17. Joint Interest Imagery. Imagery that depicts subjects of known or probable interest to the National Command Authority (NCA), the Office of the Chairman of the Joint Chiefs of Staff (OJCS), or more than one DoD Component. All Combat Camera (COMCAM) imagery shot in the Joint environment is assumed to be Joint Interest Imagery. Other imagery, both from COMCAM sources and other-than-COMCAM sources (such as Public Affairs and photojournalists), that depicts subjects of known or probable interest to the NCA, OJCS, or more than one DoD Component, is also Joint Interest Imagery. This imagery may help explain or depict quality of life issues, medical and health care, education, housing, and similar subjects.

18. Machine-readable VI Record. Any VI record that requires a computer or playback device and a television or monitor in order for a human being to see or perceive the record.

19. Multimedia Production. A non-linear, interactive VI product using imagery and any combination of audio, text, or graphics, that is developed according to a plan or script for the purpose of conveying information to a user.

20. Primary Interest Component. The Component that is the primary subject in an image or scene. There may be more than one. For example, the primary interest Components of a photo or scene recorded by an Army camera operator of Air Force planes flying over a Navy ship would be the Air Force and Navy.

21. Production-related Material. Camera original material shot for a VI production, whether it was completed or not.

22. Reproduction. See Duplication.

23. Still Images. Visual representations or images that are recorded or rendered on a two-dimensional surface or screen by chemical, electronic, or artistic means. Still images fall into three categories:

23.1. Still Photographs. Chemically based images recorded in a camera as either photographic negatives or color transparencies.

23.2. Still Digital Images. Electronically based images that are recorded (either as camera originals in a digital camera or as copies from an analog photographic or image medium) and stored as machine-readable digital files. They include digital still videos, digital images, digital scans of photographs, and digital framegrabs of motion video or television broadcasts.

24. Stock Imagery. Already-existing motion imagery that has not been creatively edited.

25. VI Material. Any still and motion film, videotape, disk, or other media that contains visual information. This includes the original, intermediate, master, and any duplicate, print, reference, or dub copy.

26. VI Media. Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information.

27. VI Process. The life cycle process of VI from initial recording by the camera operator to disposition of the VI record by the DVIC.

28. VI Production. The result of sequencing, according to a plan or script, original and/or existing still and/or motion images, with or without sound, into a self-contained, complete, linear presentation for the purpose of conveying information to, or communicating with an audience. Typically, VI productions are recorded continuously, or edited so as to appear as if recorded continuously onto a motion medium, such as film or videotape, for replication and/or time-delayed playback, but they also may be presented in real time.

29. VI Record. Visual information along with the related caption and identifying number that has been recorded by or for a DoD activity and designated as record material in accordance with the requirements of both Federal law and Federal regulations. (See Enclosure 2.) While a VI record resides on some form of physical media (such as film, tape, or disk), the record is the informational content as distinct from the media on which it resides.

30. VIRIN. Visual Information Record Identification Number. An alphanumeric designator assigned to a VI record other than a VI production. The life cycle number under which VI records are managed. For the format of the VIRIN, see enclosure 1.

31. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), and/or thing(s), either with or without sound.

VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated graphic arts and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data. VI excludes alphabetic, symbolic, or coded data (such as printed text, signals, signs, maps, numerical data, and icons), unless these items are part of larger pictorial representations, or contain pictorial representations (such as maps that include pictures). VI also excludes graphic arts that depict objects other than persons, places, or things (such as organizational structures, process flows, quantitative data, logical relationships, or abstractions).

32. Window Dub. A duplicate of a motion VI record created with a time code window to facilitate management of the record. The window dub is an element of the archival set.

ABBREVIATIONS AND/OR ACRONYMS

| | |
|---------------|------------------------------------------------------------|
| CAP | Component Accessioning Point |
| CD-ROM | Compact Disc -- Read Only Memory |
| COMCAM | Combat Camera |
| DDI | Directorate for Defense Information |
| DLT | Decision Logic Table |
| DVIC | Defense Visual Information Center |
| IPTC | International Press Telecommunications Council |
| JCCC | Joint Combat Camera Center |
| JPEG | Joint Photographic Experts Group |
| MOPIC | Motion Picture |
| NARA | National Archives and Records Administration |
| NCA | National Command Authority |
| OCJCS | Office of the Chairman of the Joint Chiefs of Staff |
| PAN | Production Approval Number |
| PIN | Production Identification Number |
| TIFF | Tagged Image File Format |
| VI | Visual Information |
| VIRIN | Visual Information Record Identification Number |
| WWW | World Wide Web |

C1. CHAPTER 1

INTRODUCTION

C1.1. Functions of a VI Records Schedule. The Visual Information (VI) Records Schedule performs three functions. First, it designates what VI material is considered to be a VI record. Second, it designates which VI records are archival and which VI records are disposable. Finally, it provides legal authorization for the destruction after a specified period of time for those VI records designated as disposable. To use this schedule, locate the section that describes the category of record listed below. Each section will consist of both a description of each category of records within plus tables that list each specific type of record within each category, along with the appropriate disposition instructions.

C1.2. Sections. This Records Schedule is divided into six sections: VI Production Material, Motion Documentation Imagery, Sound Recordings, Still Pictures, Digital VI Collections, and Related Records.

C2. CHAPTER 2

PRODUCTION MATERIAL

C2.1. Production Material. Production material consists of the following categories: VI productions; multimedia productions; slide sets and filmstrips; and other production material, including film or video shot for a production that was never completed, and related outtakes and trims.

C2.1.1. VI Productions. VI productions include scripted motion pictures and video productions, such as video informational and training products, spot announcements, and advertisements. VI productions are both produced within the Department of Defense and acquired via contract or “off-the-shelf” purchase from outside contractors.

C2.1.1.1. The record elements of such productions are as follows:

C2.1.1.1.1. Film. The cut camera original with a separate optical sound track, an intermediate positive or duplicate negative plus sound track, and a projection print.

C2.1.1.1.2. Video. The edited master, a duplication master, plus a duplicate copy.

C2.1.2. Multimedia Productions. Multimedia productions include computer interactive productions, simulations, games, and virtual reality scenarios. Multimedia productions are both produced within the Department of Defense and acquired via contract or “off-the-shelf” purchase from outside contractors.

C2.1.2.1. The record elements of such productions consist of the original film or video segments, photographs, graphics, and sound recordings from which the scenes in the multimedia production were compiled; the hardware, software and related documentation necessary to run the program; the finished disc master, and a copy.

C2.1.3. Slide Set & Filmstrip Productions. Transparency slide set, computer-based slide set, filmstrip, and filmstrip-like sequenced images on disc media productions are self-contained complete groups of still images (either with or without sound) with continuity that are developed according to a plan or script for directly conveying information to or communicating with an audience.

C2.1.3.1. The record elements of such productions are as follows:

C2.1.3.1.1. Slide Sets. The master set of slides, the accompanying script (if there is one) or sound recording (if there is one), and a copy of the production in any media.

C2.3.1.1.2. Filmstrips. The filmstrip master negative or positive, the accompanying script (if there is one) or sound recording (if there is one), and a copy of the production in any media.

C2.3.1.1.3. Slide Show on Disc Media. The master, any edited premaster media from which the slides and any sound or narration in the master were created (if there is such material), any accompanying script (if there is one), plus a copy of the master.

C2.4.1. Other Production-related Material. This would include the unedited outtakes and trims of VI productions, material specifically shot for a VI production that was never completed, animation cells not included in a production, and similar type production-related material not actually incorporated into a completed production.

C2.T1. TABLE 2-1**VI PRODUCTION MATERIAL**

| Category of Production Material | Disposition Instructions |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>2-1. Visual Information, Multimedia, and Slide Show/Filmstrip Productions that meet one of the following criteria:</p> <p>A. Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a component thereof.</p> <p>B. Depict or convey information about current or historical events involving the Department of Defense.</p> <p>C. Communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are used primarily by either the U.S. Military, foreign armed forces, or anti-U.S. non-governmental armed organizations</p> | <p>Permanent. Transfer the production master immediately to the Defense Visual Information Center (DVIC). The DVIC should transfer these productions to the National Archives in annual blocks when 10 years old. If a production is still “current” at that time, the DVIC should forward the record archival master to the National Archives and retain the dub master or dupe negative plus a reference copy until three years after a currency review determines the productions to be “obsolete.”</p> |

TABLE 2-1 (Cont.)

| Category | | Disposition Instructions |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2-2. Visual Information, Multimedia, and Slide Show/Filmstrip Productions that do NOT meet the criteria described in Item 2-1. | | Destroy when no longer needed in accordance with any applicable governing contractual provisions. |
| 2-3. Other Production-related material that: | A. Meets Decision Logic Table (DLT) criteria for forwarding to the DVIC | Send the material to the DVIC along with any available documentation upon either transfer of the completed production to Joint Visual Information Services Distribution Activity (JVISDA)-Tobyhanna, upon completion of distribution, or upon cancellation of the production. The DVIC should offer any material in its possession to the National Archives in annual blocks when 10 years old. |
| | B. Does not meet DLT criteria for forwarding to the DVIC. | Destroy upon either transfer of the completed production to JVISDA-Tobyhanna, upon completion of distribution, or upon cancellation of the production. |
| 2-4. Master Production Folder created by the production activity or proponent (for contracted productions) for: | A. Completed productions | Transfer the Production Folder to the DVIC when the related production is sent to the DVIC. Transfer to the National Archives when the related production is sent to the National Archives. If the related production is authorized for destruction, destroy the folder when the production is destroyed. |
| | B. Canceled productions | Destroy 3 years after date of cancellation. |
| 2-5 Other Copies of the Production Folder | | Destroy when no longer needed. |

C3. CHAPTER 3

MOTION DOCUMENTARY IMAGERY

C3.1. Motion Documentation Imagery. Motion Documentation Imagery is the live recording on film, videotape, or disc media of events, activities, people, places, things, or phenomena. Such imagery portray scenes that are characteristically not staged or controlled by the camera operators and depict events as they actually occur. This imagery falls into two categories: electronically recorded media and chemically recorded media.

C3.1.1. Electronically-recorded Media. Electronically recorded media in the form of analog video, digital video, or disk media. Documentation video basically comes from three major sources:

C3.1.1.1. Joint Combat Camera (COMCAM) video. This is recorded in the field as part of a Joint operation under a Unified Combatant Command. Typically, this video documents and depicts overseas DoD Military operations, actions, combat/combat support/combat service support activities, and foreign facilities and sites. Because this video is considered to be Joint Interest Imagery (see Item #17 of the “Definitions”), this video is transmitted or shipped to the Joint Combat Camera Center (JCCC) which makes edited video master clips from the camera originals for distribution to both the National Command Authorities and DoD organizations within the Washington, DC area. These edited video clips are subsequently accessioned into the Defense Visual Information Center (DVIC).

C3.1.1.2. Service COMCAM Video. Military Service camera operators documenting Service unique training and other activities record this in the field or at DoD facilities. Typically, this video documents and depicts Service-unique training exercises, deployments, CONUS-based combat service support activities, operation and firing of weapons systems, and use and repair of equipment in the field. It is normally sent to the Component Accessioning Point (CAP) for evaluation on whether specific video should be transferred to the Defense Visual Information Center (DVIC). In some cases, as, for example, with Service COMCAM imagery shot in disaster relief operations or salvage of aircraft remains lost at sea, this video may contain Joint Interest Imagery. In this case, the imagery will be forwarded to the JCCC.

C3.1.1.3. Locally originated video. Military Service and civilian camera operators at Major Commands or local bases, ships, or facilities record this. Typically, this video documents local activities, ceremonies, events, and actions. In some cases, it includes RDT&E imagery. In a few rare cases (such as the crash of a Korean jetliner on the outskirts of an air base in Guam in August 1997), such imagery may qualify as Joint Interest Imagery and will be sent to the JCCC.

C3.1.1.4. All motion imagery is eventually sent by originating or recipient units to the Component Accessioning Points (CAPs) for review and subsequent accessioning into the DVIC. The criteria for determining which individual imagery should be selected for accessioning is contained in the “Decision Logic Table Instruction for Recording and Handling Visual

Information Materials.” Joint Interest Imagery is automatically selected for accessioning. The CAPs then transfer selected VI imagery to the DVIC. As part of the accessioning process, the CAPs or the DVIC will edit and copy the selected video to an Archival Master Set (which consists of an archival master, a dub master, and a reference window dub).

C3.1.2. Chemically recorded media. Chemically recorded media in the form of motion picture film. Documentation film recording consists almost exclusively of RDT&E footage that is normally retained at RDT&E sites or sent to the DVIC for storage. This footage normally does not go to the CAPs and any accessioning of this material is done by the DVIC.

C3.1.3. The record elements consist of the following:

C3.1.3.1. For Video or Disk Media: The archival master, a dub master, plus a reference dub.

C3.1.3.2. For Film: The camera original with sound track (if any), an intermediate positive or duplicate negative plus sound track, and either a projection print or a video dub.

C3.T1. TABLE 3-1**MOTION DOCUMENTATION IMAGERY (VIDEO MATERIAL)**

| Category of Motion Documentation Imagery | | Disposition Instructions |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3-1. Camera Original Videotapes recorded in the field by either Joint COMCAM teams, Service COMCAM teams, or camera operators in Service Major Commands, bases, facilities, or ships | | Retain until evaluated for accessioning and any selected material has been copied to an archival master set. Then dispose of the camera original in accordance with Service instructions |
| 3-2. Video record material copied or extracted from camera original video at the CAPs that: | A. Meets DLT criteria for accessioning | Copy VI material selected for accessioning to an Archival Master Set for retention at the DVIC. The DVIC should transfer the Archival Master Set to the National Archives in annual blocks 10 years after the year the imagery is accessioned. (See Note 1) |
| | B. Does not meet DLT criteria for accessioning. | Destroy when no longer needed. |

TABLE 3-1 (Cont.)

| | |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3-3. Edited Video Masters recorded from camera original videotapes at the JCCC | Transfer these masters to the DVIC when no longer needed at the JCCC. Transfer them to the National Archives in annual blocks 10 years after the year the imagery is accessioned. (See Note 1) |
| 3-4. Off-air or off-satellite transmission recordings of documentation video relating to DoD activities or military operations | Destroy when either accessioned into the DVIC or disposed of in accordance with DLT guidance. If the off-air or off-satellite recording is the only copy of such video transmissions, follow the Instructions of Item 2 of this Table. |
| 3-5. Video imagery included as part of a project file, case file, report, or similar type of record | Destroy in accordance with the disposition instructions applicable to the records of which they are a part. |
| 3-6. Motion imagery not described in the above items | Destroy when no longer needed |
| 3-7. Imagery transferred by electronic or visual processes to film for purposes of archival preservation | Destroy after verifying that the quality of the archival preservation film master is satisfactory. |

C3.T2. TABLE 3-2**MOTION DOCUMENTATION IMAGERY (FILM MATERIAL)**

| Category of Film | | Disposition Instructions |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3-8. Motion Picture (MOPIC) film recorded by camera operators in Service Major Commands, bases, facilities, or RDT&E sites that: | A. Meets DLT criteria for accessioning | Send film record elements to the DVIC. The DVIC should transfer the Archival Master Set to the National Archives in annual blocks 10 years after the year the film is accessioned. (See Note 1) |
| | B. Does not meet DLT criteria for accessioning | Destroy after the film has been rejected for accessioning. |
| 3-9. Film copies of imagery originally recorded on video and transferred by electronic or visual processes to film for purposes of archival preservation | | Transfer the Archival Film Master to the National Archives in annual blocks 10 years after the year the film is accessioned. (See Note 1) |

Note 1 -- For items being transferred or offered to the National Archives in annual blocks 10 years after date of accessioning: If there are individual records in that block of materials that have been used within the three year period prior to transfer or offer, the DVIC should retain a reference and dub copy of the record prior to transferring the Archival Master Set to the National Archives. If the National Archives and Records Administration (NARA) rejects items in an offer, the DVIC will coordinate with the Primary Interest Component concerning the disposition of such material.

C4. CHAPTER 4
SOUND RECORDINGS

C4.1. Sound Recordings. Sound recordings consist of audio productions and audio recordings.

C4.1.1. Audio Productions. Audio productions are self-contained sets of sounds with continuity that are developed according to a plan or script for conveying information, music, or sounds to or communicating with an audience. Thus, audio productions can include scripted radio broadcasts, recorded music, recorded sound effects designed to induce relaxation or a particular emotional reaction, spot announcements, and audiotapes related to a slide/tape set. The record elements consist of the final edited master tape or the earliest surviving copy and two audiotape copies.

C4.1.2. Audio Documentation. Live audio recordings of events, activities, people, or phenomena. Such recordings contain sounds and words that are characteristically not staged or controlled by those operating the recording devices and depict events as they are actually occurring. The record elements consist of the original recording or earliest generation copy plus two audiotape copies.

C4.1.3. Sound Effects. Live audio recordings of individual sounds or groups of sounds usually made for subsequent use in productions.

C4.T1. TABLE 4-1**SOUND RECORDINGS (AUDIO PRODUCTIONS)**

| Category of Audio Production | Disposition Instructions |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4-1. Audio productions (including spot announcements) either produced within or acquired outside of the Department of Defense that:</p> <p style="padding-left: 40px;">A. Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a component thereof; or</p> <p style="padding-left: 40px;">B. Depict or convey information about current or historical events involving the Department of Defense; or</p> <p style="padding-left: 40px;">C. Communicate information or instructions to foreign armed forces, non-governmental organizations, and civilians in areas where U.S. forces are deployed</p> | <p>Transfer to the DVIC when two years old or no longer needed for administrative use, whichever is sooner. The DVIC should transfer these productions to the National Archives in annual blocks when 10 years old.</p> |

TABLE 4-1 (Cont.)

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4-2. Audio productions acquired from outside the Department of Defense that do not meet the criteria in Item 4-1, including productions acquired for purposes of entertainment or recreation and recorded music used for broadcasting | | Destroy when no longer needed in accordance with any applicable governing contractual provisions |
| 4-3. Audio tapes related to a slide/tape set | | Retain as part of the slide/tape production |
| 4-4. Master production files for: | A. Completed audio productions | Transfer the production folder to the DVIC when the related production is sent to the DVIC. Transfer to the National Archives when the related production is sent to the National Archives. If the related production is authorized for destruction, destroy the folder upon destruction of the production. |
| | B. Canceled audio productions | Destroy 3 years after date of cancellation. |
| 4-5. Other copies of the production files | | Destroy when no longer needed |
| 4-6. All other production material, including recorded music and sound effects | | Destroy when no longer needed |

C4.T2. TABLE 4-2**SOUND RECORDINGS (AUDIO DOCUMENTATION)**

| Category | Disposition Instructions |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4-7. Audio documentation of an event, speech, conference, ceremony, or activity that is either historically significant, attracts civilian media attention, or involves flag rank officers or high level DoD officials | Transfer to the DVIC when no longer needed for administrative use or when 2 years old, whichever is sooner. Offer these recordings in annual blocks to the National Archives when 10 years old. See Note 2 below. |
| 4-8. Audio recordings that do not meet Item 4-7 criteria | Destroy when no longer needed |

Note 2 -- For items being transferred or offered to the National Archives in annual blocks 10 years after date of accessioning: If there are individual records in that block of materials that have been used within the three year period prior to transfer or offer, the DVIC should retain a reference and dub copy of the record prior to transferring the Archival Master Set to the National Archives. If the NARA rejects items in an offer, the DVIC will coordinate with the Primary Interest Component concerning the disposition of such material.

C4.T3. TABLE 4-3**SOUND EFFECTS**

| Category | Disposition Instructions |
|--------------------------|-------------------------------|
| 4-9. Audio sound effects | Destroy when no longer needed |

C5. CHAPTER 5

STILL IMAGES

C5.1. Still Images. These are visual representations or images that are recorded or rendered on a two-dimensional surface or screen by chemical, electronic, or artistic means. As noted below, camera original photographs and/or digital images are eventually sent to the Service CAPs for review and subsequent accessioning into the DVIC. The criteria for determining which individual imagery should be accessioned is contained in the “Decision Logic Table Instruction for Recording and Handling Visual Information Materials.” The CAPs then transfer selected photographs and digital images to the DVIC. As part of the accessioning process, all accessioned photographs are digitally scanned and stored on the DVIC server where they will eventually be accessible via the World Wide Web (WWW). Still pictures fall into three categories:

C5.1.1. Still Photographs. These are chemically based images recorded in a camera as either photographic negatives or color transparencies.

C5.1.2. Still Digital Images. These are digital images that are either recorded in a camera or electronically copied from another photographic or image medium. They include analog still videos, digital still videos, digital images, digital scans of photographic slides or negatives, and framegrabs of motion video or television broadcasts.

C5.1.2.1. Still Photographs and still digital images are both documentation media that record actual people, places, and things. Like documentation video, still photographs and images basically come from three major sources:

C5.1.2.1.1. Joint COMCAM photographs and digital images are recorded in the field as part of a Joint operation under a Unified Combatant Command. Typically, these depict overseas DoD Military operations, actions, combat/combat support/combat service support activities, and foreign facilities and sites. Joint COMCAM operators transmit compressed digital image or JPEG copies of still photographs or digital images to the JCCC which will post selected images on the JCCC WWW site for distribution and store the remainder on a server for access. Images downloaded by the National Command Authority or the Office of the Chairman of the Joint Chiefs of Staff or copied to the Directorate for Defense Information (DDI) for distribution to the news media are automatically accessioned into the Defense Visual Information Center (DVIC). The same compressed digital or JPEG images are made available to the Component Accessioning Points for selection for accessioning based on the content criteria of the “Decision Logic Table Instruction for Recording and Handling Visual Information Materials.”

C5.1.2.1.2. Service COMCAM photographs and digital images are recorded in the field or at DoD facilities by Military Service camera operators documenting Service-unique training and other activities. Typically, this material depicts Service-unique training exercises, deployments, CONUS-based combat service support activities, weapons systems, and equipment

in the field. Service COMCAM material normally goes to the CAPs that then determine what will go to the DVIC. If a still photograph or digital image is Joint Interest Imagery, a digital compressed JPEG image copy will also be forwarded to the JCCC.

C5.1.2.1.3. Military Service and civilian camera operators at Service Major Commands or local bases, ships, or facilities record other still photographs and digital images. Typically, this material depicts local activities, ceremonies, events, weapons systems, equipment, and actions. It normally resides at the originating site and later is sent to the CAP. The CAP reviews all incoming images and photographs and transfers VI still record material selected for accessioning to the DVIC. In those rare cases where a locally recorded photograph or image contains Joint Interest Imagery, a digital compressed JPEG image copy will also be forwarded to the JCCC.

C5.1.3. Graphic Arts. Graphic art objects include posters, photo illustrations, computer-generated pictures, photo montages, drawings, paintings, animation cells, graphs, charts, displays, exhibits, etc. These graphic art objects can be divided into two sets of categories: (1) Hand- or mechanically-drawn or produced physical artifacts AND either photographs or digital images of the artifacts; and (2) Digitally-produced pictorial or graphic files that are created on a computer rather than being recorded in a camera and which exist as both as both digital image files and as computer-generated hard copy visual media output. Graphic Arts artifacts such as paintings and statues and computer-generated hard copy such as paper posters or charts are not covered by this Records Schedule. Photographs/digital images of artifacts and digital pictorial or graphics files, however, are covered by this schedule.

C5.1.4. The record elements of a still image (whether digital image, photograph, or graphic art work) include both the item containing the still visual image and the related caption. For specific formats, the record elements include items unique to that format and are listed as follows:

C5.1.4.1. For Still Photographs: The original negative, a captioned print (whenever available), and a digital copy with embedded International Press Telecommunications Council (IPTC) caption information that meets the standards listed in Enclosure 2.

C5.1.4.2. For Transparencies and Slides: The original transparency or slide, an internegative (if it exists), a duplicate slide (if it exists) and a digital copy with embedded IPTC header caption that meets the standards listed in Enclosure 2.

C5.1.4.3. For Digital Still Images: The uncompressed high-resolution digital image with imbedded International Press Telecommunications Council (IPTC) caption data (if available). Otherwise, a compressed digital image copy of the high-resolution digital image with imbedded IPTC caption data that meets the standards listed in Enclosure 3.

C5.1.4.4. For Graphic Art Files: A digital copy of the final graphic art work in its native digital file format.

C5.T1. TABLE 5-1**STILL IMAGES (PHOTOGRAPHS)**

| Category of Still Photographs | | Disposition Instructions |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-1. Camera original photographic negatives and slides that: | A. Meet DLT criteria for accessioning | Transfer camera original slide or negative still VI record to the DVIC along with a digitized image copy of the original slide or negative. Transfer to the National Archives in annual blocks when 10 years old. (See Next Table for instructions on handling digital image copies of original photographs.) |
| | B. Do not meet DLT criteria for accessioning | Either destroy or return to the originator in accordance with applicable Service or Agency instructions. |
| 5-2. Photographs included as part of a project file, case file, report, or a similar type of record | | Dispose of in accordance with the disposition instructions applicable to the records of which they are a part. |
| 5-3. Photographic print or slide collections retained in DoD offices (but not including record element materials which are to be sent to the DVIC) containing prints or duplicate slides that are used for internal reference purposes or are approved by senior DoD officials for public or media release | | Retain individual prints or slides for as long as there is an internal need for or a public or news media interest in the material, then destroy. |
| 5-4. Film copy of an image originally recorded in still video | | Dispose of in accordance with the instructions applicable to the camera original |
| 5-5. Photographs not described above | | Destroy when no longer needed for administrative use |

C5.T2. TABLE 5-2**STILL IMAGES (DIGITAL IMAGES)**

| Category of Digital Image | | | Disposition Instructions |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-6. High resolution or TIFF digital image copies of camera original photos or digital images that: | A. Meet DLT criteria for accessioning and | (1) The camera original is on file: | Dispose of in accordance with applicable service instructions once the original has been received by the DVIC. |
| | | (2) The camera original is not on file: | Transmit the images selected for accessioning to the DVIC. Transfer images to the National Archives in yearly blocks when 10 years old in a standardized output file format agreeable to the National Archives. |
| | B. Do not meet DLT criteria for accessioning | | Dispose of in accordance with applicable Service or Agency instructions. |

TABLE 5-2 (Cont.)

| | | | |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-7. Compressed or JPEG digital image copies of camera original photos or digital images that are: | A. Received at the JCCC from camera operators in the field and downloaded by the NCA, OCJCS, or loaded to the DDI server. | | Annotate images for accessioning. Transmit image to the DVIC server. Transfer images to the National Archives in yearly blocks when 10 years old in a standardized output file format agreeable to the National Archives. |
| | B. Received at the CAP from camera operators or installations in the field | (1) Meet DLT criteria for accessioning | Transmit images selected for accessioning to the DVIC server. Transfer images to the National Archives in yearly blocks when 10 years old in a standardized output file format agreeable to the National Archives. |
| | | (2) Which do not meet DLT criteria for accessioning | Dispose of in accordance with applicable Service or Agency instructions. |
| | C. At sites other than the JCCC, CAP, or DVIC | | Forward to the appropriate CAP. |
| 5-8. Digital images included in a report, briefing, document, computer case file, or similar type of record | | | Dispose of in accordance with the applicable Service or Agency records schedule. |

C5.T3. TABLE 5-3**GRAPHIC ARTS**

| Category of Record | | Disposition Instructions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5-9. Graphic Arts works that meet any of the following criteria:</p> <p>A. Are used for recruiting,</p> <p>B. Depict DoD-related events, places, persons, activities, equipment, or weapons AND meet DLT criteria for accessioning.</p> <p>C. Are included in or are generated as part of a DoD VI or Multimedia production, a DoD publication, or a compilation that has either a PIN or a PAN.</p> <p>D. Portray DoD organizational or unit insignia, logos, or other designators.</p> <p>And are:</p> | <p>A. Hand or mechanically-drawn artistic works such as animation cells, posters, drawings, paintings, photo montages, statues, sculptures, etc.</p> | <p><u>For physical original:</u> See applicable Service/DoD Agency records schedules and instructions for disposition instructions.</p> <p><u>For photographs or digital images of the graphic art:</u> Transmit imagery selected for accessioning to the DVIC. Offer to the National Archives in annual blocks when 10 years old.</p> |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5-9. Graphic Arts works that meet any of the following criteria:</p> <p>A. Are used for recruiting,</p> <p>B. Depict DoD-related events, places, persons, activities, equipment, or weapons AND meet DLT criteria for accessioning.</p> <p>C. Are included in or are generated as part of a DoD VI or Multimedia production, a DoD publication, or a compilation that has either a PIN or a PAN.</p> <p>D. Portray DoD organizational or unit insignia, logos, or other designators.</p> <p>And are:</p> | <p>B. Computer-generated graphic art works such as posters, charts, cartoons, graphs, graphics, montages, etc.</p> <p>C. Digitally-generated 3-dimensional appearing objects such as holographs and animations</p> | <p><u>For digital images or files of the artwork:</u></p> <p>Save in the native file format of the final products. Transmit imagery selected for accessioning to the DVIC. Offer to the National Archives in annual blocks when 10 years old.</p> <p><u>For computer-generated hard copy visual media output:</u></p> <p>See applicable Service/DoD Agency records schedules and instructions for disposition instructions.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5-9. Graphic Arts works that meet any of the following criteria:</p> <p>A. Are used for recruiting,</p> <p>B. Depict DoD-related events, places, persons, activities, equipment, or weapons AND meet DLT criteria for accessioning,</p> <p>C. Are included in or are generated as part of a DoD VI or Multimedia production, a DoD publication, or a compilation that has either a PIN or a PAN,</p> <p>D. Portray DoD organizational or unit insignia, logos, or other designators,</p> <p>And are:</p> | <p>D. Digitally-altered images, such as annotated, partially-enlarged, overlaid, or sharpened images</p> | <p><u><i>For digital images</i></u> Transmit imagery selected for accessioning <i>to</i> the DVIC. Offer to the National Archives in annual blocks when 10 years old.</p> <p><u><i>For computer-generated hard copy visual media output:</i></u> See applicable Service/DoD Agency records schedules and instructions for disposition instructions.</p> |
| <p>5-10. Artistic works that do not meet the criteria of Item 5-9:</p> | | <p>Dispose of in accordance with applicable Service or Agency instructions</p> |

C6. CHAPTER 6

DIGITAL VI COLLECTIONS

C.6.1. Digital VI Collections. The following categories of digital VI collections are covered in this section: Compilations and Digital Imagery Databases.

C.6.1.1. Compilations. These are collections of either still images, motion imagery, and/or sound with related captions. Typically, they (1) relate to a specific subject, theme, date, or operation; and (2) are intended for distribution. The record element of a compilation consists of the master, the edited premaster media from which the master was made, and two copies of the master.

C.6.1.2. Digital Imagery Databases. Digital Imagery Databases consisting of either digital still images (in either compressed or uncompressed format), and/or selected motion scenes, with related caption data that are maintained as a ready access file for internal or public use

C6.T1. TABLE 6-1**DIGITAL VI COLLECTIONS**

| Category of Compilations | Disposition Instructions |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6-1. Compilations on disc media | Transfer the master and four copies (and the edited premaster media from which the master was made) to the DVIC when distribution is completed. Transfer the master (and the edited premaster media) to the National Archives in annual blocks when 10 years old. Destroy Other copies when no longer needed. |
| 6-2. Digital Imagery Database maintained at the JCCC | Delete imagery when 6 months old or no longer active provided that a copy of each previously downloaded item exists in the DVIC database. |
| 6-4. Digital Imagery Database maintained at the DVIC | Copy imagery and related captions to a standardized output file format agreeable to the NARA for transmission to the National Archives in annual blocks when 10 years old. |
| 6-5. Digital Imagery Databases maintained at the Defense Special Weapons Agency, the Defense Intelligence Agency, the National Security Agency, and the Armed Forces Institute of Pathology | See Applicable DoD Agency Records Schedule. If not covered in the specific DoD Agency Schedule, copy any individual items deleted from the Database and related caption data to an output file format agreeable to the NARA for transmission to the National Archives when 10 years old. |
| 6-6. Other Digital Imagery Databases maintained elsewhere within the Department of Defense | Delete individual items when there is no longer an internal need or a public or news media interest in the material. |

C7. CHAPTER 7

RELATED RECORDS

C.7.1. Related Records. This section covers records related to VI records such as finding aids, captions, VI production files, and statistical usage data records.

C.7.1.1. Finding Aids. Finding Aids include any of the following: database files, shelf lists, caption cards, data sheets, indexes, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful in properly identifying, retrieving, or using audiovisual or VI records. The record copy of the finding aids/caption data for DoD imagery accessioned into the DVIC will be stored in the automated database system at the DVIC.

C.7.1.2. Caption Data. Caption data records include DD Form 2537 "Visual Information Caption Sheet," shot sheets/lists, and camera operator's notes in either paper or machine-readable form.

C.7.1.3. VI and Multimedia Production Folders. Production Folders include production contracts, scripts, treatments, transcripts, and other documentation bearing on the origin, acquisition, public release, and ownership of the production.

C.7.1.4. Usage Data Records. Usage data records consist of statistical, anecdotal, or summary data relating to the past and present usage, distribution, and availability of specific DoD imagery that is either located at the JCCC, distributed on CD-ROM or other distribution media, or posted to on-line remote access or Internet databases.

C7.T1. TABLE 7-1**RELATED RECORDS**

| Category of Related Records | | Disposition Instructions |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7-1. Finding Aids | | Dispose of in accordance with instructions covering the related VI records. For records transferred to the National Archives, include a copy of all relevant finding aids and any related software necessary to access the finding aids. |
| 7-2. Captions | | Follow the disposition instructions applicable to the imagery to which the caption data relates. Caption data relating to accessioned material that has not been entered into the DVIC database system should be sent to the DVIC along with the related VI records. Caption data that has been entered into the DVIC database system may be disposed of after input has been verified. |
| 7-3. Production Folders | A. Master folder created by the production activity or proponent (for contracted productions) and transferred with the production to the DVIC | For VI, Multimedia, and Slide Show/Filmstrip productions, see C2.T1 Table 2-1 Item 2-4 for disposition instructions. For Audio productions, see C4.T1 Table 4-1 Item 4-4 for disposition instructions. |
| | B. Copies of the production folder maintained elsewhere | Destroy when no longer needed |
| 7-4. Usage Data Records | | Retain any aggregated statistical data on usage and distribution, including any available anecdotal data on VIP usage. Transfer such records to the DVIC when the related VI imagery is transferred to the DVIC, the disc media distribution is completed, or the imagery is removed from the Internet. The DVIC should offer these records to NARA when the related imagery is offered to the NARA. |

E1. ENCLOSURE 1

VISUAL INFORMATION IDENTIFICATION NUMBER (VIRIN)

E1.1. Upon creation and unless discarded, each non-production unit of media which satisfies the definition of official DoD VI record material shall be assigned a VIRIN. Thus, unless discarded, each original 35mm transparency or negative; each original digital still image; and each roll of motion picture film, videotape, or other storage media that is recorded or produced by persons acting for or on behalf of DoD activities, function, or missions shall be assigned a VIRIN.

E1.2. The VIRIN consists of 15 data elements in the following format
YYMMDD-S-NNNNA-NNN. Following is a description of the data elements for the VIRIN fields (with a dash between each field):

E1.2.1. Field 1 (YYMMDD): The year, month, and day of acquisition or origination.

E1.2.2. Field 2 (S): The Service affiliation or status of the Camera operator or originator. The code abbreviations are:

A = To indicate a uniformed member, civilian employee, or contract employee of the Army

N = To indicate a uniformed member, civilian employee, or contract employee of the Navy

F = To indicate a uniformed member, civilian employee, or contract employee of the Air Force

M = To indicate a uniformed member, civilian employee, or contract employee of the Marine Corps

G = To indicate a uniformed member, civilian employee, or contract employee of the Coast Guard

D = To indicate a civilian or contract employee of the Department of Defense not falling into one of the categories above

O = To indicate a person not falling into one of categories above (such as non DoD civilians and members of coalition or allied forces);

E1.2.3. Field 3 (NNNNA): The Camera operator's or originator's last four numbers of his/her Social Security Number, plus the first initial of his/her last name. Example: Army Sergeant John Doe, SSN 123-45-6789 = 6789D. In the case of category O above, such as a member of a foreign military, or a civilian not affiliated with DoD, 9999 followed by the first letter of the acquirer's or originator's last name. Example: Abdullah Mohammed, a foreign civilian = 9999M.

E1.2.4. Field 4 (NNN): image or unit of media number in sequential order (beginning with 001 for that same day). Numbering should follow the approximate order in which each image or scene was acquired or originated by the person identified in Fields 2 and 3 on the day

identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's acquisition or origination activities on a given day, without regard to variables such as media, so that no two units of media are assigned identical VIRINs.

E1.2.5. Examples. An example of a still image VIRIN in use for Army Sergeant John Smith, with an SSN of 123-45-6789, with the tenth image selected on Jan 30, 1998 is: 980130-A-6789S-010. An example of a motion scene VIRIN in use for Air Force Sergeant John Reed, with an SSN of 234-44-5678 that was the third scene recorded on the first videotape that he shot on Jan 31, 1998 is: 980131-F-5678R-003.

E1.2.6. Fields 2 and 3 of the VIRIN for a work of art created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item. Thus, a photomontage consisting of several photographs, each shot by a different photographer, would have the Service designator, Social Security digits, and the first letter of the last name of the person in charge of creating the montage.

E1.3. Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.

E1.4. Imagery or other units of media which are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

E1.5. Digital File Naming Convention

E1.5.1. The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). Make sure that the file extension reflects the file format that is used. Thus, a JPEG file would have the file extension .jpg while a TIFF file would have .tif. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.jpg.

E1.7.2. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

E1.8. Motion Imagery

E1.8.1. A VIRIN will be assigned to identify each scene of motion imagery on a specific unit of media (such as a videotape or a disc). If there are multiple scenes on a unit of media, each scene will have its own VIRIN.

E1.8.2. A VIRIN slate, if possible, will be recorded at the beginning of each scene.

E1.8.3. The consolidation of the motion imagery of separate camera original media on to a single videotape, film reel, or storage device will include all applicable VIRINs

E1.8.4. The physical exterior of each individual videotape, film reel, or motion storage device submitted to a CAP, the JCCC, or the DVIC, will be marked with the applicable camera original VIRIN(s).

E1.8.5. Compilations of motion imagery that substantially reflect the original appearance of their components shall bear the VIRINs of those components. For other compilations, see paragraph E1.4.

E2. ENCLOSURE 2

DoD (ARCHIVAL) **FILM SCANNING GUIDELINES**

E2.1. This document provides guidance on the standards to be used when scanning original film images into digital format. It is necessary to insure that the most useful file size and type are sent to the Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and insure their widest possible dissemination.

E2.2. The following standards shall be utilized when scanning imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of DoD 5040.5, "Alteration of Official DoD Imagery."

E2.3. Procedures for scanning slides or negatives:

E2.3.1. Clean image: Before scanning the film, dust and smudges should be removed. After scanning, enlarge the image on the monitor and examine for imperfections such as dust and scratches. Remove digital imperfections with the cloning tool in Adobe PhotoShop

E2.3.2. Scanner Specifications

- 35mm film format (minimum)
- 12 bits per RGB channel (or better)
- Full frame area array CCD
- 2,000 pixels per inch (PPI) resolution
- Selectable film types
- Automatic focus
- Selectable sharpening settings, including option to turn sharpening off
- Contrast, brightness, color balance and white point adjustments
- Software compatible with Adobe PhotoShop Plug-in interface

E2.3.3. A 35mm image scanned in at 2,000 DPI should yield approximately a 15 to 18 megabyte file size, depending on the content of the image.

E2.3.4. Resolution: Film will be scanned at 2,000 DPI minimum. If scanner software is set by output resolution, select a file size of 15 megabytes or larger (from a 35mm full frame scan).

E2.3.5. Cropping: Crop only the black borders showing outside the frame of the scanned image. Cut off the extraneous borders produced by the scanning process. Including the black border in the scan creates additional work in that the image will have to be re-scanned before it can be accessioned into the official records. The scanned image should contain the full frame of the original, exposed film image.

E2.3.6. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what output devices produce.

E2.3.7. Orientation: Ensure the image is correctly oriented prior to saving in JPEG format.

E2.3.8. Image Size: The DVIC standard is to set the longest side at 10 inches. With the constraints locked on, all the other image perimeters will adjust appropriately. The constrain proportions box must be marked. If this is done correctly, the file size will not change.

E2.3.9. File Size: Make no adjustments to the file size.

E2.3.10. File Type and Name: Save in the Joint Photographic Experts Group (JPEG) format; recommend ending the file name with the 'jpg' file extension. The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). A JPEG file shall have the file extension .jpg. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.jpg.

E2.4. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" should be followed when writing the caption. Do not use general captions for a series of Photos. Identify exactly what is in each image. Identify all the visible elements in the Photo. Include weapons, armament, units, people and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

E2.5. Compression: When scanning in Adobe PhotoShop (both Mac and PC versions), the JPEG setting should be adjusted to maximum image quality. JPEG compression settings shall be set to 10:1 (Quality Level #8: "Maximum"). Images are compressed only after all enhancements/corrections have been completed. If an image needs to be saved while working on changes, it must be saved in a lossless file format (i.e. TIFF, PhotoShop's native format). Compression to a 10:1 ratio for transmission purposes ensures that the image will meet both JCCC and DVIC compression standards.

E2.6. Re-Compression: Do not re-compress an original file that has been saved in JPEG format. Any changes made to a compressed image's pixel dimensions (even 1 pixel) will result in re-compression when saved, and may introduce unwanted artifacts. Changes that do not alter the image size, such as changes to IPTC header information, will not result in re-compression and can be safely performed without fear of degrading the image quality with further compression artifacts.

E2.7. Summary: The standardization of file types, file sizes and scanning resolution builds a foundation for easy access to DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of a scanned image is maximized, and the need for rescanning over its life cycle is minimized. Consistently implemented, an enormous savings in man-hours can be realized for DoD.

E3. ENCLOSURE 3

DoD (ARCHIVAL) DIGITAL CAMERA IMAGE GUIDELINES

E3.1. This document provides guidance on the standards to be used with digital formats. It is necessary to insure that the most useful file size and type are sent to the Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and insure their widest possible dissemination.

E3.2. The following standards shall be utilized when acquiring imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of DoD 5040.5, "Alteration of Official DoD Imagery."

E3.3. Digital Camera Original Images. The purely digital image has had tremendous impact on the quality of archival imagery. As the technology improves, we expect to see significantly increased use of digital cameras. While these images are not yet equal in quality to film, they are used extensively in capturing important images that are used at the National Command Authority level. In accordance with the DoD Instruction 5040.yy, the official record elements for a digital camera image are the uncompressed high-resolution digital image and the embedded IPTC caption data. There must be procedures to capture the best quality images from the digital camera before the original file is destroyed. Consistently following these standards will give the best opportunity for maximum exploitation of the digital image.

E3.3.1. Digital Camera Originals. Digital camera originals should be sent to the CAP for the DoD archives as raw digital camera or TIFF files. These uncorrected file formats will ensure that the highest quality is preserved as the master original.

E3.3.2. Downloading Images from a Digital Camera: Selected digital camera originals shall be saved to a hard drive as raw or TIFF files with embedded IPTC caption information if the format provides for such caption information. These images can be accumulated until enough files exist to write to a CD-ROM or other removable storage media such as a Zip disk. The media should then be forwarded to the CAP for further processing.

E3.3.3. Resolution: Images shot on a high quality professional camera will have a minimum 1,000 DPI and will result in approximately a 4.5-megabyte file. This is considered archival quality. In those cases where a lower quality digital image is all that is available of critical events, these images will be accessioned.

E3.3.4. Cropping: Do not crop.

E3.3.5. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what output devices will produce.

E3.3.6. Orientation: Ensure image is correctly oriented.

E3.3.7. Image Size: No change will need to be made to the image size of a digital camera original file.

E3.3.8. File Size: Make no adjustments to the file size.

E3.3.9. File Name: The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). Make sure that the file extension reflects the file format that is used. Thus, a TIFF file would have the file extension .tif. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.tif.

E3.3.10. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" should be followed when writing the caption. Do not use general captions for a series of images. Identify exactly what is in each image. Identify all the visible elements in the image. Include weapons, armament, units, people and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

E3.3.11 Compression: Do not compress.

E3.3.12. JPEG Files. Selected digital camera images ("highlight Photography") will need to also be "saved as" JPEG files for transmission to the JCCC in accordance with the standards set in this section.

E3.4. Summary: These standards will provide a foundation for both preservation of, and easy access to, DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of an image is maximized. Consistently implemented, an enormous savings in man-hours can be realized for DoD.